

Registration Instructions for 2026 BBOP Membership on TeamSnap One

The following link takes you to online BBOP registration for the 2026 season managed by TeamSnap: [BBOP 2026 Registration](#)

Note! We are now using TeamSnap One, which will look completely different from the last few years.

There are 4 main sections to complete for the BBOP TeamSnap registration process:

Select Registration Option
Participant Information and Fees
Digital Documents
Checkout

Log into TeamSnap

If you are completely new to TeamSnap or are not recognized from the computer/browser you are using, you will need to enter your email and then set up a new account with your name and birthday.

If you already have an account and TeamSnap recognizes you, you will see BBOP's welcome message and a big orange button that says "Start Registration." When you click on this, it will say "Select a Participant to Register" and will have your name and anyone else associated with your account listed underneath. Click on whichever name you want to register.

Registration Information

Select a Registration Option

The new registration software lets you choose which team/program you want to sign up for right at the beginning. For each program it will say \$0 but registration fees will be added as you complete the form. Click on the one you want then click on the big orange Continue button at the bottom.

Participant Info and Fees

The next few pages will ask for personal information, some background info on your experience with outrigger, followed by registration fees.

Participant Information and Contact Information: should be straightforward.

Additional Questions: this includes BBOP-specific questions that we have added. Notice the **red asterisk** by many of these fields - each of these has to be completed before you can continue with registration. Notice some items do not have red asterisks - that means you do **not** have to fill/complete those.

Additional Parent Info: Only should be filled out if you are the parent or legal guardian of a minor whose information you were just filling out above.

Participant Fees: Use the dropdown menu to choose the fee that best fits your situation, either Individual Membership or Family Membership. **Choose only one per participant!** If you are applying for a fee waiver, use that checkbox. At the bottom of this section there is an opportunity provided to make an optional donation to BBOP.

After you have chosen the membership you want and made a donation if you wished or left the donation section blank, you will click on **Continue**.

Multiple Participants

After you have filled out all of the above information for your first participant, look for the button at the bottom to **Add Another Registration**.

If the next participant you want to add is already in the TeamSnap database then their name will appear, but if not choose **Add New Participant** and fill out their information just as you did for your first participant. All of the instructions above once again apply for this participant as well. When you have finished the information for all of the participants you are registering, click Continue to move on to digital documents.

Digital Documents

First you will see the **BBOP code of conduct**. Read this, then sign at the bottom to acknowledge that you will endeavor to abide by these conduct guidelines. For family memberships, the code of conduct will only be signed by the primary person logging in and filling out registration. That person takes responsibility for adherence to the code of conduct for members of the household. For couples with a family membership, they take responsibility for spouse/partner. For parents with keiki, their minor kids.

The next document is our **Liability Waiver**. Unlike previous years, all members will need to use an external link to a Google Form (which will open in a new tab so you can come back to your registration) where you will fill out and sign a waiver **for each person** you are registering. If you

are completing a waiver for a minor, fill out the parent/guardian information in each waiver, otherwise you can ignore those sections of each waiver. When you are done with the Google Form, come back to TeamSnap and type your name again to certify that you completed the waiver. If you lost track of your registration while you were over in Google Forms, you can always reopen the original registration link and pick up where you left off.

After you have finished waivers and signed the Code of Conduct signature box (it is not really a waiver), you can click on **Continue** to review your registration details.

Just before the payment page you will see an offer to Select Your TeamSnapOne Experience - be sure to select the **free: Included with your registration** option, as the Upgrade to TeamSnap+ \$69.99/year will not be utilized by BBOP.

Checkout

Payment for membership(s). This page should be basically self-explanatory. There are 2 payment options:

Pay online using a credit card, Google Pay, or a bank transfer (adds a small fee)

Pay offline - mail or deliver a check to our treasurer, or arrange a direct transfer of funds.

Congratulations, you are done! Once our membership team receives your registration, you will be rostered to your team and you will receive an email with a link to the new TeamSnap One app.